

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 20-11

LI 20-11
PERSONNEL
Revised 23 September 1974

SUBJECT: Logistics Career Subgroup Employee Utilization and
Assignment Policy

1. The purpose of this instruction is to inform all Office of Logistics (OL) career employees of the Logistics Career Subgroup (LCSG) personnel utilization and assignment policy.

2. The LCSG must have and maintain the ability to meet recurring personnel staffing requirements both in the United States and at many foreign posts throughout the world. In order to satisfy these requirements in a timely manner, it is essential that we select, develop, and retain career employees who will be prepared to accept assignments whenever and wherever needed.

3. The variety and breadth of functions we perform are such that employees in highly specialized assignments in certain functional areas can best respond by being retained in their particular specialty or functional area. These employees would not normally be affected by rotational assignments outside of their specialties. However, it has been long recognized and understood that many of the functions performed by OL careerists are required on a worldwide basis. OL employees with skills and experience in these functional areas should be aware of the fact that, as they develop, they will be assigned as the Agency's needs dictate. Similarly, those employees in specialized areas whose work experiences and skills are such as to qualify them in other phases of OL should also be aware that the needs of the Agency may dictate their reassignment into some other environment at some future time.

4. The following considerations and actions will be applied in the administration of this policy:

a. The LCSG will continue to accept only those individuals who are willing and able to serve at whatever locations and in whatever functions as are necessary.

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b. The Personnel and Training Staff (P&TS), OL, will keep abreast of all personnel staffing requirements and will assist the panels in making recommendations to the Director of Logistics to fill such requirements. Each member of the LCSG is expected to keep OL/P&TS continually advised of any changes in his/her personal circumstances which might affect timely rotatability either overseas, [] or in the Headquarters area. Therefore, unless there are valid reasons why they should not do so, they will be expected to accept an assignment once it has been approved by the Director of Logistics. The following are recognized as some of the valid reasons why an individual cannot go overseas:

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(1) A medical hold on the sponsor, as determined by the Office of Medical Services (OMS).

(2) A medical hold or limitation on a dependent who lives under the same roof as the sponsor and who would accompany him/her overseas, as reviewed by OMS.

(3) A medical, family, or other limitation beyond the employee's control that would prohibit an employee from accepting an overseas assignment, as determined by the Logistics Career Service Board (LCSB).

(4) A temporary situation where relocation would not be in the best interest of the employee or the Career Service, as determined by the LCSB.

5. To the greatest extent possible, the personal circumstances of each employee, including number of years already served overseas (especially at hardship posts), and how recently s/he returned from overseas will be taken into consideration. However, service within the LCSG does carry a responsibility to accept rotational assignment, as deemed necessary to meet the needs of the Agency. Those employees who reject an assignment and do not fall in the categories listed

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above will have their file documented with an appropriate memorandum regarding the rejection of the assignment. Such a memorandum will be considered when evaluating the employee in a ranking exercise; could adversely affect promotion consideration; and might eventually result in possible separation from the LCSG. Full recognition and proportionate advantages will be given to those employees in this competitive system who fully endorse, participate, and accept personal difficulties in this rotational assignment policy in carrying out the Logistics mission.



MICHAEL J. MALANICK
Director of Logistics

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(2) A medical hold or limitation on a dependent who lives under the same roof as the sponsor and who would accompany him/her overseas, as ~~determined~~ ^{REVIEWED} by OMS.

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5. To the greatest extent possible, the personal circumstances of each employee, including number of years already served overseas (especially at hardship posts), and how recently s/he returned from overseas will be taken into consideration. However, service within the LCSG does carry a responsibility to accept rotational assignment, as deemed necessary to meet the needs of the Agency. Those employees who reject an assignment and do not fall in the categories listed above will have their file documented with an appropriate memorandum regarding the rejection of the assignment. Such a memorandum will be considered, ~~among other things~~, when evaluating the employee in a ranking exercise; could adversely affect promotion consideration; and might eventually result in possible separation from the LCSG. Full recognition and proportionate advantages will be given to those employees in this competitive system who fully endorse, participate, and accept personal difficulties in this rotational assignment policy in carrying out the Logistics mission.

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